

DEPARTMENT OF MEDICAL ASSISTANCE SERVICES EMPLOYMENT OPPORTUNITY

This Agency is charged with ensuring proper **MEDICAID** services to qualified recipients. Please visit our website and the Commonwealth of Virginia's website referenced below for additional information and qualifications.

COMMONWEALTH COORDINATED CARE PROGRAM ANALYST

Role Title: Program Administration Specialist II

Position #W0207

Pay Band 5, Level III Hiring Range: \$20.49 - \$28.85 per hour

HOURLY POSITION – NO STATE BENEFITS

Closing Date: Oct 05, 2015

Integrated Care Division seeks self-motivated professional to assist with daily operational needs of the coordinated care programs and implementation of new initiatives administered by the Department of Medical Assistance Service (DMAS). This position works with external entities to ensure that providers and CCC health plans are working within contract guidelines. Also responsible for researching and investigating issues related to member access to care, health care issues, and member benefits. Interested applicants must have considerable knowledge of Medicaid, Medicare, or healthcare managerial principles and practices, with emphasis on integrated long-term care models. Requires considerable Medicaid and Medicare services, long-term care, project management, implementation, contract management, and utilization review processes. Must have proven ability to communicate effectively across organizational levels. Prefer Bachelor's degree with major coursework in social work, nursing, public health, business or health administration. **This is an hourly position limited to 29 hours per week/1500 hours per year.**

ONLINE STATE APPLICATION REQUIRED

Resumes will not substitute for state applications. DMAS will only accept online applications submitted through the RMS by 11:59 p.m. on the referenced closing date. Faxed, emailed, or hand delivered applications or resumes will not be accepted and resumes will not substitute for a complete state application. Applications must include complete work history, including periods of unemployment if applicable. Consideration for an interview is based solely on the information within the application.

Receptionist: 804-786-5408, TDD 800-343-0634

Web Sites for Vacancy Listings

RMS: <http://jobs.agencies.virginia.gov/applicants/Central?search=602>

DMAS: http://www.dmas.virginia.gov/Content_pgs/ab-emp.aspx

Applicants needing accommodation to apply for openings should contact the DMAS receptionist for additional information.

EEO/AA/ADA